



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

MS-L

Warren Sweeney, Treasurer
New York State Right to Life
Political Action Committee
41 State Street, Suite 611
Albany, NY 12207

MAR 17 2000

Identification Number: C00105080

Reference: 1999-2000 Election Cycle Reports

Dear Mr. Sweeney:

It has come to the attention of the Federal Election Commission ("the Commission") that your committee may have violated 2 U.S.C. §434(a), by failing to timely file Reports of Receipts and Disbursements. The following is a list of the reports in question.

<u>Report Type</u>	<u>Due Date</u>	<u>Date Filed</u>
Mid-Year Report (1/1/99-6/30/99)	July 31, 1999	September 2, 1999
Year End (7/1/99-12/31/99)	January 31, 2000	Not Filed

Timely filing is a specific requirement of the Federal Election Campaign Act ("the Act") and is essential to fulfilling the public disclosure concept embodied in that law. The Commission views failure to timely file reports as a serious violation of the Act. This communication is to advise you that, notwithstanding any matters which may be pending before the Commission, any additional report which is not submitted in a timely manner by your committee may result in the Commission initiating legal enforcement or audit action.

You may submit a letter of explanation in response to this notification. If, however, you have any questions, please feel free to contact Donald Averett on our

toll-free number, (800) 424-9530. My local number is (202) 694-1130.

Sincerely,

Qubbie Chacena

for

Lisa J. Stolaruk
Chief, Party/Non-Party Branch
Reports Analysis Division

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text outlines various methods for organizing and storing data, including digital databases and physical filing systems.

2. The second section focuses on the role of technology in modern record management. It highlights how digital tools can streamline processes, reduce errors, and facilitate quick retrieval of information. Examples of software solutions and cloud storage options are provided, along with considerations for data security and privacy.

3. The third part of the document addresses the challenges associated with long-term data retention. It discusses the need for regular backups, disaster recovery plans, and secure disposal of obsolete data. The text also touches upon legal requirements for record preservation in different industries and jurisdictions.

4. The final section offers practical advice for implementing a robust record management system. It suggests conducting regular audits, training staff on best practices, and establishing clear policies for data handling. The document concludes by reinforcing the message that effective record management is a continuous process that requires ongoing attention and improvement.